



# COURSE Syllabus

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COM 150  
**Effective Essay Writing**

Version 2    08/06/07

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The Academic Program Councils for each college oversee the design and development of all University of Phoenix curricula. Council members include full-time and practitioner faculty members who have extensive experience in this discipline. Teams of full-time and practitioner faculty content experts are assembled under the direction of these Councils to create specific courses within the academic program.

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# Course Syllabus

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**Course Title:** COM 150—Effective Essay Writing

**Required Texts**

Axia College's *Writing Style Handbook*, available online at  
[https://axiaecampus.phoenix.edu/Writing\\_Style\\_Handbook\\_AxiaUOP.pdf](https://axiaecampus.phoenix.edu/Writing_Style_Handbook_AxiaUOP.pdf)

**Electronic Resources**

**Please Note:** All required text and materials are found on the **Materials** tab of the student web page. The student web page can be accessed through the Axia College of University of Phoenix Student and Faculty Web site at <https://axiaecampus.phoenix.edu/>

Hacker, D. (2004). *A pocket style manual* (4th ed.). Boston: Bedford/St. Martin's.

Hacker, D. (2006). *The Bedford handbook* (7th ed.). Boston: Bedford/St. Martin's.

Hacker, D., & Fister, B. (2005). *Research and documentation online*. Boston: Bedford/St. Martin's. Retrieved February 1, 2007, from <http://dianahacker.com/resdoc/>

Kennedy, X. J., Kennedy, D. M., Muth, M. F., & Holladay, S. A. (2005). *The Bedford guide for college writers* (7th ed.). Boston: Bedford/St. Martin's.

# Course Overview

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## ***COURSE DESCRIPTION***

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In this course, students develop academic writing skills. Students use the writing process to construct an expository essay with an emphasis on coherence and correctness in written communication. Students also conduct basic research for the expository essay. Selected readings provide the basis for discussion regarding the difference between fact and opinion. Grammar exercises focus on verb tense and form, subject-verb and pronoun-antecedent agreement, and pronoun case. Students also complete exercises covering topic sentences, paragraph development, citations, and formatting guidelines.

## ***TOPICS AND OBJECTIVES***

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### ***Academic Writing***

- Differentiate between fact and opinion.
- Compare and contrast essay writing and business writing.

### ***The Writing Process***

- Use grammar, mechanics, spelling, and punctuation appropriately.
- Identify the steps in the writing process.
- Recognize characteristics of expository essays.

### ***Conducting Research***

- Conduct basic Internet research.
- Determine the credibility of online information.

### ***Planning Strategies***

- Generate ideas for an expository essay.
- Apply style guidelines for documenting sources.

### ***Developing Strategies***

- Identify topic sentences and types of paragraph development.
- Determine appropriate types of supporting paragraphs for a topic.
- Create a thesis statement for an expository essay.

### ***Organizing the Expository Essay***

- Construct a topic outline for the expository essay.
- Determine appropriate methods for citing source material.
- Generate body paragraphs for an expository essay.

### ***Introductions and Conclusions***

- Discuss appropriate introductions and conclusions for expository essays.
- Generate an introduction and a conclusion for an expository essay.

### ***Revising and Editing the Essay***

- Utilize feedback to revise and edit an expository essay.
- Identify basic formatting guidelines for academic papers.

***Completing the Expository Essay***

- Apply the steps in the writing process to complete a clear, concise, coherent, and unified expository essay.

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**Point Values for Course Assignments**

<b>Week One: Academic Writing</b>	
<b>Discussion Questions</b>	10
<b>Participation</b>	10
<b>CheckPoint:</b> Expository Essay Topic	10
<b>Week Two: The Writing Process</b>	
<b>Exercise:</b> Grammar Exercise 1	20
<b>CheckPoint:</b> The Writing Process	30
<b>Assignment:</b> Characteristics of Expository Essays	50
<b>Week Three: Conducting Research</b>	
<b>Discussion Questions</b>	10
<b>Participation</b>	10
<b>CheckPoint:</b> Evaluating Sources	30
<b>Week Four: Planning Strategies</b>	
<b>Exercise:</b> Grammar Exercise 2	20
<b>CheckPoint:</b> Brainstorming	30
<b>Assignment:</b> Documenting Sources	50
<b>Week Five: Developing Strategies</b>	
<b>CheckPoint:</b> Thesis Statements	20
<b>Discussion Questions</b>	10
<b>Participation</b>	10
<b>Exercise:</b> Topic Sentences and Paragraphs	20
<b>Week Six: Organizing the Expository Essay</b>	
<b>CheckPoint:</b> Topic Outline and Working References List	30
<b>Exercise:</b> Citations	20
<b>Assignment:</b> Body Paragraphs	100
<b>Week Seven: Introductions and Conclusions</b>	
<b>Discussion Questions</b>	10
<b>Participation</b>	10
<b>CheckPoint:</b> Introductions and Conclusions	40
<b>Week Eight: Revising and Editing the Essay</b>	
<b>CheckPoint:</b> Peer Review of Expository Essay	30
<b>Exercise:</b> Formatting Academic Papers Crossword Puzzle	20
<b>Assignment:</b> Incorporating Feedback	100
<b>Week Nine: Completing the Expository Essay</b>	
<b>Capstone Discussion Question</b>	10
<b>Participation</b>	10
<b>CheckPoint:</b> Comprehensive Grammar CheckPoint	30
<b>Final Project:</b> Expository Essay	250
<b>Point Totals</b>	<b>1,000</b>

## ***Policies and Procedures***

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All students in this course are required to abide by the policies and procedures described in the [Policies](#) section of the Student Web Page. To view these policies, students must be logged in to the Student Web Page. The same information can be accessed via the **Policies** link located in the **Materials** section of the **Classroom** tab on the Student Web Page.

## Week One

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### Academic Writing

- Differentiate between fact and opinion.
- Compare and contrast essay writing and business writing.

### ASSIGNMENTS

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1. **Read** objectives and welcome.
2. **Read** instructor's bio and post your own bio.
  - **Due Date:** Day 1 [post to the **Chat Room** forum]
3. **Read** Appendix A regarding the final project requirements.
4. **Read** Steps in the Writing Process on your student web page.
5. **Read** Characteristics of Expository Essays on the student web page.
6. **Discussion Question 1**
  - **Due Date:** Day 2 [post to the **Main** forum]
  - **Post** your response to the following: **Fact** refers to information verifiable through evidence. **Opinion** refers to an impression open to dispute. Go to the History Channel Web site at <http://www.history.com/>. Click **Video** at the top of the Web page; then, type Speeches into the **Search All Videos** bar; or copy and paste the following link into a web browser <http://www.history.com/media.do?searchTerm=speeches&action=search>. Select a speech, briefly describe the speech, and explain whether the speech is fact or opinion.
  - **Respond** to the posts of your classmates by asking what they found interesting about the speech they selected.
7. **CheckPoint:** Expository Essay Topic
 

Before you begin the writing process, you must select a topic that is interesting to you and your readers. Inexperienced writers sometimes make the mistake of attempting to write about a topic that is too broad. You may want to start by doing some preliminary reading about your topic and then determining how you want to approach the subject. Ask yourself the following questions: Which aspect of this topic is most interesting to me? What do I want to know more about? Chances are your readers will feel the same way.

  - *Resources:* Appendix A and the Axia College Writing Resources Web Site
  - **Due Date:** Day 3 [post to the **Individual** forum]
  - **Select** a topic from Appendix A or from <http://bcs.bedfordstmartins.com/hrel/toplinks/> at the Axia College Writing Resources Web Site.
  - **Explain** how you plan to narrow your topic for the expository essay.
  - **Post** both your topic and explanation.
8. **Discussion Question 2**
  - **Due Date:** Day 4 [post to the **Main** forum]



- **Post** your response to the following: In what ways are expository essays similar to business communication? In what ways are they different? What part do facts play in the expository essay? What part does opinion play? Explain your answers.
- **Ask** for more information regarding areas of disagreement when you respond to your classmates' posts.

## Week Two

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### The Writing Process

- Use grammar, mechanics, spelling, and punctuation appropriately.
- Identify the steps in the writing process.
- Recognize characteristics of expository essays.

### ASSIGNMENTS

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#### 1. **Exercise:** Grammar Exercise 1

- *Resources:* Axia College Writing Resources Web Site and *A Pocket Style Manual*
- **Due Date:** Day 3 **[Individual]** forum
- **Read** about subject-verb agreement and verbs in the Grammar section of *A Pocket Style Manual*.
- **Download** the *Guide to Using the Axia Site* at <http://bcs.bedfordstmartins.com/axia/default.asp?uid=0&rau=0> and read the navigational instructions.
- **Log on** to the Writing Resources Web Site at <http://bcs.bedfordstmartins.com/axia/default.asp?uid=0&rau=0>
  1. **Click** on the **Exercise Central** tab at the top of the page.
  2. **Go to** the Exercise Central category and select the topic listed.
  3. **Select** the exercise number and title and complete the practice exercises.
- **Copy and paste** your individual results for each exercise into a new post in your **Individual** forum. The subject line of each post must inform the instructor which exercise you are posting (for example, *Exercise 123*).

Exercise Central Category	Topics	Exercise Central Exercises	<i>Pocket Style Manual</i> Readings
Grammar	Subject-Verb Agreement	<ul style="list-style-type: none"> <li>• <b>17.</b> Subject-verb agreement</li> <li>• <b>19.</b> Subject-verb agreement</li> <li>• <b>486.</b> Review of subject-verb agreement</li> </ul>	pp. 24-28 in the Grammar section
Grammar	Verbs and Verb Forms	<ul style="list-style-type: none"> <li>• <b>288.</b> Using regular and irregular verbs</li> <li>• <b>491.</b> Using the correct form of <i>be</i> and <i>have</i> in the present tense</li> <li>• <b>502.</b> Verb form and verb tense</li> </ul>	pp. 29-36 in the Grammar section

#### 2. **CheckPoint:** The Writing Process

- *Resource:* Steps in the Writing Process
- **Due Date:** Day 4 **[Individual]** forum
- **Address** the following in 200 to 300 words:
  - How does the writing process you read about in this class differ from the process you have used in the past?
  - Which step in the writing process is easiest for you to complete? Which step is the most difficult?
  - How can you overcome this obstacle to become a more effective writer?

### 3. **Assignment:** Characteristics of Expository Essays

- *Resources:* Characteristics of Expository Essays, The Art of Cookery Web site, About Web site, and the Fishing Florida Online Magazine Web site
- **Due Date:** Day 7 **[Individual]** forum
- **Read** two of the following essays:
  - <http://www.artofcookery.com/settingthetable.htm>
  - <http://womenshistory.about.com/library/weekly/aa062899.htm>
  - <http://deafness.about.com/cs/cochlearfeatures/a/cochlearimplant.htm>
  - [http://capmel.com/how\\_to-fillet\\_fish.htm](http://capmel.com/how_to-fillet_fish.htm)
- **Address** the following points about the two essays you read:
  - What characteristics make these essays expository?
  - Identify the type of organization each author used to develop the essay (topic, time order, space order, or informative process).
  - Why do you think each author chose that type of organization for his or her essay? In what ways does this organizational choice make the essay effective? What effect could the author have achieved with another type of organization or another type of expository essay?
  - In what ways are these expository essays alike? In what ways are they different?
  - Explain your answers.

## Week Three

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### Conducting Research

- Conduct basic Internet research.
- Determine the credibility of online information.

### ASSIGNMENTS

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1. **Read** Brainstorming Techniques on the student web page.
2. **Read** Source Credibility on the student web page.
3. **Read** Avoiding Plagiarism on the student web page.
4. **Discussion Question 1**
  - **Due Date:** Day 2 **[Main]** forum
  - **Post** your response to the following: What is your expository essay topic? Why did you select this topic? Why is this topic important for your audience?
5. **Discussion Question 2**
  - **Due Date:** Day 4 **[Main]** forum
  - **Post** your response to the following: What Web sites do you normally frequent? Are these Web sites credible? When is credibility more important, and when is it less important? Support your answers with specific examples. What questions might you ask in order to determine the credibility of online sources?
6. **CheckPoint: Evaluating Sources**

The Internet contains a wealth of information on every imaginable topic. Some Web sites, however, contain information that is not reliable. Other sites may be reliable but contain information that is not appropriate for college-level research. Before you use a source for college papers, perform an evaluation regarding the site's purpose, affiliations, author's credentials, and so on.

- *Resources:* Appendix B, the Axia College Writing Resources Web Site, and *A Pocket Style Manual*
- **Due Date:** Day 5 **[Individual]** forum
- **Read** pp. 108-111 in the Research section of *A Pocket Style Manual*.
- **Review** How to Search the Web at <http://www.bedfordstmartins.com/researchroom/websearch/> and How to Evaluate Sources at <http://www.bedfordstmartins.com/researchroom/evaluate/> at the Writing Resources Web Site.
- **Locate** a Web site that contains information you might be able to use for your expository essay.
- **Evaluate** the Web site by answering the questions in Appendix B.
- **Post** Appendix B as an attachment.

## Week Four

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### Planning Strategies

- Generate ideas for an expository essay.
- Apply style guidelines for documenting sources.

### ASSIGNMENTS

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#### 1. **Exercise:** Grammar Exercise 2

- **Resources:** Axia College Writing Resources Web Site and *A Pocket Style Manual*
- **Due Date:** Day 3 **[Individual]** forum
- **Read** about pronouns in *A Pocket Style Manual*.
- **Log on** to the Writing Resources Web Site at <http://bcs.bedfordstmartins.com/axia/>
  1. **Click** on the **Exercise Central** tab at the top of the page.
  2. **Go to** the Exercise Central category and select the topic listed.
  3. **Select** the exercise number and title and complete the practice exercises.
- **Copy and paste** your individual results for each exercise into a new post in your **Individual** forum. The subject line of each post must inform the instructor which exercise you are posting (for example, *Exercise 123*).

Exercise Central Category	Topics	Exercise Central Exercises	<i>Pocket Style Manual</i> Readings
Grammar	Pronouns	<ul style="list-style-type: none"> <li>• <b>36.</b> Identifying antecedents</li> <li>• <b>37.</b> Pronoun-antecedent agreement</li> <li>• <b>38.</b> Pronoun-antecedent agreement with indefinite pronouns</li> <li>• <b>40.</b> Pronoun case</li> <li>• <b>41.</b> Pronoun case for <i>who</i> and <i>whom</i></li> <li>• <b>164.</b> Vague pronouns</li> </ul>	pp. 36-44 in the Grammar section

#### 2. **CheckPoint:** Brainstorming

In traditional brainstorming, individuals or groups of people compile ideas on a topic but do not evaluate or organize the ideas presented. In contrast, **mind-mapping**—also called concept mapping—visually places thoughts into categories.

- **Resources:** Appendix C, Steps in the Writing Process, and Brainstorming Techniques
- **Due Date:** Day 4 **[Individual]** forum
- **Use** either the circular or linear map template in Appendix C to organize your ideas for your expository essay topic.

- **Address** the following questions: Are you able to narrow your topic to a single spoke or to a subheader of a spoke on the map? How does mind-mapping prepare you for outlining?
- **Post** Appendix C as an attachment and post your response to the questions.

3. **Assignment:** Documenting Sources

- **Resources:** Appendix B, Appendix C, *A Pocket Style Manual* and the Center for Writing Excellence
- **Due Date:** Day 7 [Individual] forum
- **Review** pp. 108-111 in the Research section of *A Pocket Style Manual* and APA Citation and Reference Examples at the Axia College Center for Writing Excellence at <http://www.apollolibrary.com/cwe/pdfs/AXIASampleAPAResources.pdf>
- **Identify** the topic and three subtopics for your expository essay.
- **Provide** three credible sources from the Internet for your expository essay and cite the sources in APA format.
- **Address** the following question: Which subpoint or subpoints on your mind map do these sources support? Explain your answer.
- **Post** your response as an attachment.

## Week Five

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### Developing Strategies

- Identify topic sentences and types of paragraph development.
- Determine appropriate types of supporting paragraphs for a topic.
- Create a thesis statement for an expository essay.

### ASSIGNMENTS

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1. **Read** Thesis Statements on the student web page.
2. **Read** Outlining Strategies on the student web page.
3. **Read** Topic Sentences and Supporting Paragraphs on the student web page.
4. **Discussion Question 1**
  - **Due Date:** Day 2 **[Main]** forum
  - **Select** one of the following topics:
    - America's top corporations are successful for a variety of reasons.
    - Scientists have discovered human remains thought to be more than 2 million years older than Lucy, a skeleton found in Ethiopia.
    - A healthful diet and regular exercise will not only improve health but also lower health care costs.
  - **Answer** the following regarding the topic you chose: What kinds of supporting paragraphs (examples, details, definitions, analysis, division and classification, process analysis, comparison-contrast, cause-effect, argument) are appropriate to support this topic? Explain your answer.
  - **Respond** to classmates' posts by asking for more information if you disagree with or do not understand a response.
5. **CheckPoint:** Thesis Statement

You must create a thesis statement for every academic paper you write. Often appearing at the end of the introduction, the **thesis statement** informs readers in a concise manner of your intention in writing the paper. The thesis consists of one declarative sentence that summarizes the main idea of your essay in 25 words or fewer.

- *Resources:* Thesis Statements, the Axia College Writing Resources Web Site, and the Thesis Generator
- **Due Date:** Day 3 **[Individual]** forum
- **Review** Thesis Statements and How to Develop a Thesis Statement at <http://www.bedfordstmartins.com/researchroom/thesis/> at the Axia College Writing Resources Web Site.
- **Use** the Thesis Generator at [http://corptrain.phoenix.edu/thesis\\_generator/thesis\\_generator.html](http://corptrain.phoenix.edu/thesis_generator/thesis_generator.html) to help you draft and refine your thesis statement.

1. **Log on** to the Student Web site at <https://ecampus.phoenix.edu/>
  2. **Click** on the **Library tab**
  3. **Click** on the **Center for Writing** link.
  4. **Select Tutorials & Guides.**
  5. **Click** on the **Automated Tool for Developing your Thesis Statement** link.
- **Post** your thesis statement for your instructor's approval and feedback.
6. **Discussion Question 2**
- **Due Date:** Day 4 [Main] forum
  - **Post** your response to the following: What is your thesis? How do you plan to support this thesis? Review the concept of fallacies you learned in a previous course. Suggest ways to avoid fallacies in your thesis for your expository essay.
  - **Respond** to your classmates' posts by asking for more information or suggesting additional ways they can support their thesis statements. Furthermore, suggest ways they can avoid fallacies in their thesis statements.
7. **Exercise: Topic Sentences and Paragraphs**
- *Resources:* Topic Sentences and Supporting Paragraphs, *A Pocket Style Manual*, and the Writing Resources Web Site
  - **Due Date:** Day 5
  - **Read** about topic sentences and paragraphs in *A Pocket Style Manual*.
  - **Log on** to the Writing Resources Web Site at <http://bcs.bedfordstmartins.com/axia/default.asp?uid=0&rau=0>
1. **Click** on the **Exercise Central** tab at the top of the page.
  2. **Go to** the Exercise Central category and select the topic listed.
  3. **Select** the exercise number and title and complete the practice exercises.
- **Copy and paste** your individual results for each exercise into a new post in your **Individual** forum. The subject line of each post must inform the instructor which exercises you are posting (for example, *Exercise 123*).

Exercise Central Category	Topics	Exercise Central Exercises	<i>Pocket Style Manual</i> Readings
Writing	Topic Sentences	<ul style="list-style-type: none"> <li>• <b>832.</b> Selecting the More Effective Topic Sentence</li> <li>• <b>850.</b> Paragraph topic sentences</li> </ul>	pp. 1-6 in The Writing Process section
Writing	Developing a Paragraph	<ul style="list-style-type: none"> <li>• <b>847.</b> Identifying types of paragraphs</li> <li>• <b>739.</b> Identifying the main point and supporting 1</li> <li>• <b>849.</b> Paragraph supporting sentences</li> <li>• <b>741.</b> Improving</li> </ul>	pp. 6-18 in The Writing Process section



		<p>unity, coherence, and support 1</p> <ul style="list-style-type: none"><li>• <b>848.</b> Paragraph arrangement of details</li><li>• <b>851.</b> Paragraph unity</li></ul>	
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## Week Six

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### Organizing the Expository Essay

- Construct a topic outline for the expository essay.
- Determine appropriate methods for citing source material.
- Generate body paragraphs for an expository essay.

### ASSIGNMENTS

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#### 1. CheckPoint: Topic Outline and Working References List

Before you write your expository essay, you must organize your ideas. One way to organize content is by creating a formal outline. Normally, an outline organizes only the body of your paper. Although your thesis statement will appear in your introduction when you write the expository essay, include the thesis at the top of your outline. That way, it is easier for you and for your instructor to check for alignment between the thesis and supporting ideas.

- **Resources:** Appendix D, Appendix E, Outlining Strategies, *A Pocket Style Manual*, and the Axia College Writing Resources Web Site
- **Due Date:** Day 3 **[Individual]** forum
- **Read** pp. 170-182 in the APA section of *A Pocket Style Manual*.
- **Review** How to Create a Works Cited or References List at [http://www.bedfordstmartins.com/researchroom/workscited/APA\\_style.asp](http://www.bedfordstmartins.com/researchroom/workscited/APA_style.asp) or Documenting Sources at [http://www.dianahacker.com/resdoc/p04\\_c09\\_s2.html](http://www.dianahacker.com/resdoc/p04_c09_s2.html) at the Writing Resources Web site.
- **Use** Appendix D to create a topic outline for your expository essay.
- **Use** Appendix E to create a working references list.
- **Post** Appendix D and Appendix E as attachments.

#### 2. Exercise: Citations

- **Resources:** *A Pocket Style Manual* and the Axia College Writing Resources Web Site
- **Due Date:** Day 5 **[Individual]** forum
- **Read** about documenting and integrating sources in the APA section of *A Pocket Style Manual* or review APA In-Text Citations at [http://www.dianahacker.com/resdoc/p04\\_c09\\_s1.html](http://www.dianahacker.com/resdoc/p04_c09_s1.html) at the Axia College Writing Resources Web Site.
- **Log on** to the Writing Resources Web Site at <http://bcs.bedfordstmartins.com/axia/default.asp?uid=0&rau=0>
  1. **Click** on the **Exercise Central** tab at the top of the page.
  2. **Go to** the Exercise Central category and select the topic listed.
  3. **Select** the exercise number and title and complete the practice exercises.
- **Copy and paste** your individual results for each exercise into a new post in your **Individual** forum. The subject line of each post must inform the instructor which exercise you are posting (for example, *Exercise 123*).

Exercise Central Category	Topics	Exercise Central Exercises	<i>Pocket Style Manual</i> Readings
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Research	APA Sources	<ul style="list-style-type: none"> <li>• <b>842.</b> APA: Avoiding Plagiarism 1</li> <li>• <b>843.</b> APA: Avoiding Plagiarism 2</li> </ul>	Chapter 2: Documenting the Paper in Axia College's <i>Writing Style Handbook</i> and the APA section of <i>A Pocket Style Manual</i>
Research	Documenting Sources	<ul style="list-style-type: none"> <li>• <b>834.</b> APA In-text</li> <li>• <b>838.</b> Summarizing sources</li> </ul>	Chapter 2: Documenting the Paper in Axia College's <i>Writing Style Handbook</i> and the APA section of <i>A Pocket Style Manual</i>
Research	Integrating Quotations and Questions	<ul style="list-style-type: none"> <li>• <b>212.</b> Quotation marks with quotations/paraphrases</li> <li>• <b>840.</b> APA: Integrating Sources 1</li> </ul>	Chapter 2: Documenting the Paper in Axia College's <i>Writing Style Handbook</i> and the APA section of <i>A Pocket Style Manual</i>

### 3. **Assignment:** Body Paragraphs

At this point, you are to construct only the body of your expository essay, but this first draft of your paper should be complete enough (at least 900 words) for your instructor to provide constructive feedback. Use APA style guidelines to format in-text citations and references.

- *Resources:* Appendix D, *A Pocket Style Manual*, Topic Sentences and Supporting Paragraphs, the Axia College Writing Resources Web Site, and Axia College's *Writing Style Handbook*
- **Due Date:** Day 7 **[Individual]** forum
- **Review** A Writer's Situations: Examples and Activities at <http://bcs.bedfordstmartins.com/axia/wg-situation/default.asp> and Examples of Development Strategies at <http://bcs.bedfordstmartins.com/axia/wg-development/default.asp>
- **Read** Ch. 1 of the *Writing Style Handbook* for Axia College's formatting guidelines.
- **Use** your topic outline in Appendix D as a guide to develop topic sentences and appropriate types of supporting paragraphs for the body of your expository essay.
- **Include** appropriate transitions within and between paragraphs.
- **Post** your paper as a Microsoft® Word attachment.

## Week Seven

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### **Introductions and Conclusions**

- Discuss appropriate introductions and conclusions for expository essays.
- Generate an introduction and a conclusion for an expository essay.

### **ASSIGNMENTS**

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1. **Read** Effective Introductions and Conclusions on the student web page.
2. **Read** Revising, Peer Reviewing, and Proofreading on the student web page.
3. **Discussion Question 1**
  - **Due Date:** Day 2 **[Main]** forum
  - **Post** your response to the following: Select one of the essays from the Examples of Effective Introductions section in Effective Introductions and Conclusions. Which article did you choose? What type of introduction does the writer use? What is the impact of that kind of introduction in this essay?
4. **Discussion Question 2**
  - **Due Date:** Day 4 **[Main]** forum
  - **Post** your response to the following: Select one of the essays from the Examples of Effective Conclusions section in Effective Introductions and Conclusions. Which article did you choose? What kind of conclusion does the writer use? What is the impact of that kind of conclusion in this essay?
5. **CheckPoint: Introductions and Conclusions**
  - *Resources:* Appendix B, Effective Introductions and Conclusions, Appendix F, and the Center for Writing Excellence
  - **Due Date:** Day 5 **[Individual]** forum
  - **Generate** an introduction and conclusion for your expository essay.
  - **Add** the introduction and conclusion to the body paragraphs of your essay. (Although the instructor will provide feedback on only your introduction and conclusion, he or she needs to see how all the parts of your essay fit together.)
  - **Review** Appendix F for instructions for submitting a paper to the Center for Writing Excellence and the Plagiarism Checker.
  - **Submit** a copy of your essay to the Center for Writing Excellence (CWE) for a review.
  - **Use** the Plagiarism Checker at the CWE to verify that you have used appropriate documentation in your essay.
  - **Post** your response as an attachment.

## Week Eight

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### Revising and Editing the Essay

- Utilize feedback to revise and edit an expository essay.
- Identify basic formatting guidelines for academic papers.

### ASSIGNMENTS

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#### 1. CheckPoint: Peer Review of Expository Essay

Revision usually takes place a number of times and from a number of perspectives, such as using a macro reading for understanding or taking a micro view to detect grammar errors. It is often helpful to work with another member of the virtual classroom to provide a fresh set of eyes for reading and responding to each other's papers.

- *Resource:* Appendix G, the Constructive Feedback Tutorial, Revising, Peer Reviewing, and Proofreading and One Student's Revising and Editing Process at the Axia College Writing Resources Web Site
- **Due Date:** Day 3 **[Individual]** forum
- **Review** One Student's Revising and Editing Process at <http://bcs.bedfordstmartins.com/axia/wg-student/default.asp> at the Axia College Writing Resources Web Site.
- **Complete** the Constructive Feedback Tutorial on the student web page.
- **Perform** a peer review of a classmate's expository essay, which your instructor will place in your **Individual** forum on Day 1. Fill in each block of the Peer Review Checklist.
- **Post** the completed Peer Review Checklist in your **Individual** forum as an attachment.
- **Retain** the Peer Review Checklist you receive from your reviewer to submit with your final paper.

#### 2. Exercise: Formatting Academic Papers Crossword Puzzle

- *Resources:* Axia College's *Writing Style Handbook* and the Axia College Writing Resources Web Site
- **Due Date:** Day 5 **[Individual]** forum
- **Review** the Ch. 1 of Axia College's *Writing Style Handbook* and Documenting Sources at [http://www.dianahacker.com/resdoc/p04\\_c09\\_s1.html](http://www.dianahacker.com/resdoc/p04_c09_s1.html) or [http://www.dianahacker.com/resdoc/p04\\_c09\\_s2.html](http://www.dianahacker.com/resdoc/p04_c09_s2.html) at the Axia College Writing Resources Web site.
- **Access** the Formatting Academic Papers Crossword Puzzle at [http://corptrain.phoenix.edu/AXIA/com150/multimedia/apa\\_crossword.html](http://corptrain.phoenix.edu/AXIA/com150/multimedia/apa_crossword.html)
- **Complete** the puzzle using the clues provided.
- **Send** a screenshot of the completed puzzle to your instructor.
  - Taking a screenshot on a computer using Windows
    - **Press Alt + Print Screen** on your computer keyboard to create a screenshot.
      - Some laptops may require **Alt + Fn + Print Screen**, as space is limited and multiple functions may be assigned to each key (key location varies based upon the manufacturer and model).
    - **Open** a blank Microsoft® Word document.

- **Press Ctrl + V** on your computer keyboard to paste the screenshot into the Word document.
  - **Save** the Word document.
- Taking a screenshot on a Macintosh-based computer
    - **Press Command + Control + Shift + 3** on your computer keyboard to create a screenshot.
    - **Open** a blank Microsoft® Word document.
    - **Press Command + V** on your computer keyboard to paste the screenshot into the Word document.
    - **Save** the Word document.
- **Post** the Word document to your **Individual** forum as an attachment.
3. **Assignment:** Incorporating Feedback
- *Resources:* Revising, Peer Reviewing, and Proofreading, the Constructive Feedback Tutorial, and the Axia College Writing Resources Web Site
  - **Due Date:** Day 7 [**Individual**] forum
  - **Review** One Student's Revising and Editing Process at <http://bcs.bedfordstmartins.com/axia/wg-student/default.asp> at the Axia College Writing Resources Web site.
  - **Address** the following: What feedback did you receive from your instructor? From the peer reviewer? From the Center for Writing Excellence? Explain how you will incorporate the feedback into your paper. How will this feedback improve your expository essay? What feedback did you choose not to include? Explain your answers.

## Week Nine

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### Completing the Expository Essay

- Apply the steps in the writing process to complete a clear, concise, coherent, and unified expository essay.

### ASSIGNMENTS

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#### 1. Capstone Discussion Question

- **Due Date:** Day 3 **[Main]** forum
- **Post** your response to the following: Which part of the writing process was easiest for you? Which part was the most difficult? What did you learn from your writing experience during this class? In what ways have you learned to write more critically? How will this knowledge assist you with your education or in your workplace?

#### 2. CheckPoint: Comprehensive Grammar CheckPoint

1. *Resources:* Appendix H, *A Pocket Style Manual*, Grammar Exercise 1, and Grammar Exercise 2
2. **Due Date:** Day 5 **[Individual]** forum
3. **Use** Appendix H to record your answers to the Comprehensive Grammar CheckPoint, located on your student web page.
4. **Post** Appendix H as an attachment.

#### 3. Final Project: Expository Essay

- *Resources:* Appendix A and Appendix I
- **Due Date:** Day 7 **[Individual]** forum
- **Use** Appendix I to proofread your final draft. If you cannot answer yes to an item in the Proofreading Checklist, revise your paper accordingly.
- **Construct** an expository essay, 1,500 to 1,750 words in length, formatted according to Axia style guidelines.
- **Include** the following elements:
  - A title page
  - An introduction and a thesis statement
  - A body with supporting evidence and in-text citations
  - A conclusion
  - A reference list with at least two online sources
  - A completed peer-review form
- **Review** Appendix A to ensure you have completed every step required for the final project.
- **Post** your final paper and the Peer Review Checklist a classmate completed for your essay as attachments.